

**Metro Hartford Information Services  
PC End-User Training Schedule  
Sept 2006 – June 2007**

Course Name	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Introduction to Personal Computers</b> (½ day 9-12)	<b>12</b> (9-12)			<b>5</b>				<b>3</b> (9-12)		
<b>Working with Windows 2003</b> (½ day 9-12)	<b>14</b> (9-12)			<b>7</b>				<b>5</b> (9-12)		
<b>Word 2003</b>  Level 1 Level 2	<b>19</b>	<b>17</b>		<b>12</b>	<b>9</b>		<b>6</b>	<b>10</b>		<b>5</b>
<b>Excel 2003</b>  Level 1 Level 2	<b>20</b>	<b>19</b>		<b>13</b>	<b>16</b>		<b>13</b>	<b>24</b>		<b>7</b>

Course Name	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>PowerPoint 2003</b>	28			19			15			
<b>Access 2003</b>										
Level 1	26			21			20			12
Level 2		24						26		
<b>Microsoft Internet Explorer (½ day (9-12))</b>										
		5 (9-12)					8 (9-12)			
<b>Outlook 2003</b>										
Level 1 (½ day – 9-12)		3 (9-12)				6 (9-12)				1 (9-12)
Level 2 (½ day – 9-12)		26 (9-12)					22 (9-12)			

Classes are available to all City of Hartford and Hartford Board of Education employees at no charge. They are scheduled from 9-4, except where indicated otherwise. For additional information regarding registration and course content call John Tuller, Metro Hartford Information Services, @ 757-9486 or e-mail at [jtuller@metrohartford.net](mailto:jtuller@metrohartford.net). Course descriptions and registration form are available on the City of Hartford Web Site: [www.hartford.gov](http://www.hartford.gov).

**Please be certain you will be able to attend class(s) you register for. If you are unable to attend class please extend the courtesy of notifying me so others may attend in your absence. Department Head will be notified of those students who register but do not attend or call to cancel prior to the class.**